

**JOB OPPORTUNITIES  
FOR STUDENTS  
FORT DETRICK, MARYLAND**

**VACANCY**

**ANNOUNCEMENT NUMBER: CPAC-326-2008/YEAR ROUND**

**OPENING DATE: JANUARY 10, 2008**

**CLOSING DATE: JANUARY 9, 2009**

**POSITION TITLE: Office Automation Clerk**

<b><u>Pay Plan/Series/Grade</u></b>	GS-326-02	Starting at	\$22,924.00 per annum
	GS-326-03	Starting at	\$24,481.00 per annum
	GS-326-04	Starting at	\$27,159.00 per annum

**\*\*Salaries quoted above will increase once the 2008 pay adjustment is finalized, and are based on an employee working 40 hours per week for a full year.\*\***

THESE TEMPORARY POSITIONS MAY BE FULL-TIME OR PART-TIME AS DETERMINED BY THE HIRING ACTIVITY. Multiple positions may be filled through this announcement.

**THESE POSITIONS REQUIRE THE SKILL TO TYPE A MINIMUM 40 WPM**

**Duration of Employment:** These are year-round temporary positions. Employment may begin anytime after January 10, 2008. These positions may be terminated at anytime based on mission needs.

**Locations:** Please specify if you would prefer to work at Fort Detrick, MD or Silver Springs, MD.

**Description of Duties:** Provides general office clerical support using office automation systems. Duties may include the following: Types, inputs, and or updates materials such as reports, memoranda, charts, tables, correspondence, drafts, or worksheets into final form using word processing, database or electronic spreadsheet automation software. Receives and routes mail. Receives telephone calls and office visitors and directs the appropriate personnel. Copies and assembles materials. Establishes and maintains files, records, and other documents. Makes travel or meeting arrangements. Provides other types of clerical support as needed.

**Eligibility Criteria:** Applicants must be students enrolled in school and pursuing a diploma, degree or certification in any of the following programs: high school (including GED programs), vocational school/technical certificate, associate, baccalaureate, graduate, or professional degrees. **Proof of enrollment from your school as a student**

**is required as part of the application. You must be enrolled for at least a half-time schedule as defined by the accredited high school, technical or vocational school, 2-year or 4-year university or college, graduate or professional school attending**

Age 16 is the minimum age allowed for Federal employment. Students 16-17 years of age may only work with a State of Maryland work permit. The permit must be submitted at the time the job offer is made and start date confirmed.

**Qualifications Requirement:**

**GS-02:** Applicants must have three months of general experience which is progressively responsible clerical, office, or other work which indicates ability to perform the duties of the position being filled OR a high school diploma or equivalent. Applicants must certify on their application they can type 40 wpm.

**GS-03:** Applicants must have six months of general experience as described above OR one year of education above the high school level (30 semester hours or 45 quarter hours). Applicants must certify on their application that they can type 40 wpm.

**GS-04:** Applicants must have one year of general experience as described above OR two years of education above high school level (60 semester hours or 90 quarter hours). Applicants must certify on their application they can type 40 wpm.

Basis of Rating: The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

**HOW TO APPLY:**

Applicants may submit any one of the following documents to apply:

- a. OF 612 (Optional Application for Federal Employment) located on the Office of Personnel Management's web site at:  
[http://www.opm.gov/Forms/pdf\\_fill/of612.pdf](http://www.opm.gov/Forms/pdf_fill/of612.pdf)
- b. Resume in any format provided it includes the same information found in the OF 612.

**Regardless of the application format used, applicants must provide the following information.**

- a. Position you are applying ( to include vacancy announcement number) for and the lowest grade level you will accept.
- b. Full name, social security number, address, day and evening phone numbers.

- c. Complete dates of current or previous employment (**day, month, and year**) and **hours** worked per week and a description of the duties you performed. The number of hours worked must be documented. If a period in your employment history had/has mixed number of hours such as: Dec 1, 2004 – November 30, 2005 and during the summer you worked 40 hour weeks, but during the school year 20 hours a week, you must document it as: June 1, 2005 – August 31, 2005 - 40 hrs wk, September 1, 2005-November 19, 2005, 20 hrs a wk, then Thanksgiving break you worked 40 hours: November 21-30, 2005, 40 hrs a week, Determining your qualifications is based on the time periods you account for your employment. It is important you accurately document that time and number of hours worked. It directly impacts the determination of your qualifications and the grade level for which you are referred.
- d. Relatives employed by the Federal government to include members of the armed forces. Provide name, employing Agency and relationship to you (e.g., mother, sister, uncle, etc.).
- e. If you are claiming veteran's preference, you must submit a readable copy of your DD 214 to support your claim for preference. If you claim 10 point preference, submit an SF 15 (Application for 10 point preference). This form may be found at Office of Personnel Management's web link [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)
- f. Country of citizenship. (Please note, non-citizens may only be considered for appointment if no qualified citizens are available for the positions).
- g. Proof of enrollment in school and a transcript that indicates courses you have completed; also include a list of courses you will have completed before your employment commences. This information will be used to determine your qualifications for positions and grade levels.
- h. Date of Birth is optional.

**MAIL APPLICATIONS TO:**

**US Army Civilian Human Resources Agency  
Fort Detrick Civilian Personnel Advisory Center  
ATTN: Student-hire Coordinator  
810 Schreider Street, Suite 106  
Fort Detrick, Maryland 21702-5000**

**Applications that are not complete will not receive consideration for these positions. Questions may be directed to the Fort Detrick Civilian Personnel Advisory Center (301) 619-2247.**

**Male applicants born after December 31, 1959, are required to complete a certification statement for Selective Service registration prior to an appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.**

**All application materials must be received by midnight, Eastern time of the closing date of this announcement. Failure to provide complete information may result in not receiving consideration for this position. Please do not submit original documents you may need in the future. Applications will become part of the staffing case file and will not be returned.**

**This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application or hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**

**THE DEPARTMENT OF THE ARMY  
IS AN EQUAL OPPORTUNITY EMPLOYER**